

DISC Newsletter

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DISC NEWSLETTER

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An Information Periodical For DISC Employees

Section Articles

We will be presenting articles from two sections within DISC each month. For October the articles are from Central Mail and IMS within BAS.

Central Mail by Dave Lord

Ever wonder how that letter or package you put in the mail, gets to where it is going? Central Mail is the group that makes it happen.

We will process about 16 million pieces of mail this year and also pickup/deliver the inter-office mail. We have ten employees and we are one of the largest mailers in the mid-west region. We handle USPS mail, UPS, FedEx, Airborne and other package vendors.

The rest of this article lists the Central Mail employees, and a little information about each one.

Rene Arce – Rene started with the State in November 1995, and in Central Mail during September 1997. He enjoys cars (Rene has a 1970 Chevelle), music (plays the drums) and sports (mostly basketball). Rene is single.

Don Blocker – Don has been with the state since June 1979, and in Central Mail since August 1979, 24 years. He has seen many changes in the mail center. Changes from fan-type scales, to the new electronic scales with weigh-on-the-fly technology. He has seen postage change from 18 cents to the present 37 cents. Don is an avid bicyclist and likes to travel around the United States. He is also single.

Chaz Good – Chaz started with Central Mail in March 1996. He has a beautiful fiancé (Chaz's own words), three wonderful children (2 girls and a boy) and the family dog. Chaz enjoys time with his family and watching the kids grow. He is an avid sports fan, mostly football (all types) and college basketball (Go Jayhawks).

Stuart McClelland – Stuart has been in Central Mail since September 1998. Stuart is single too, is an avid sports fan and likes to work out at the gym. He enjoys reading whenever his busy schedule allows. If you see Stuart in the hall, grab him and ask about all his nicknames.

John Perkins – John started at KNI in October 1989 and moved to Central mail in January 1995. He is the supervisor in charge of the van runs and the incoming freight. John is also a bachelor, and likes to play softball and basketball. He is the voice you usually hear when calling Central Mail.

Jerry Rissen – Jerry is another one of our supervisors. He started out in the Department of Human Resources in March of 1994, and moved to Central Mail in May of 1997. Jerry is the operator/serviceman on our Multi-line Optical Character Reader (MLOC). He processes the letter mail and puts the barcode on the envelopes. He is also single and a motorcycle nut. You may see him on his Moto-Guzzi around town. If you do, check out his glasses.

Clyde Seel – Clyde is the newest member of Central Mail. He started in the Department of Agriculture during July of 2000, and came to Central Mail in April 2002. Clyde is single, likes to ride motorcycles, work on his house, and spend time with family and friends.

Dennis Sheets – Dennis started with Central Mail in December 1981, then left, but missed it so much he came back in January 1984. Like Don, he has seen many changes in the mail center. Dennis is our trivia expert,

Central Mail continued

so if you need trivia answers, he may be able to help. He is an avid gardener with roses as his specialty. Dennis is married to Cindy, his lovely bride since 1981. They have two children, David and Karen. Dennis is also our comedy relief, and knows a million jokes, some good, some not so good. Ask for a few if you see him.

Tony Vargas – Tony has been with us since July 1979, 24 years. He and Don worked as van drivers before we cross-trained everyone. His is also the supervisor in charge of the metering area and UPS systems. Tony is an avid Nebraska fan (he and Pat Orr really see eye-to-eye) and is a percussionist in a local Tejano band, the “Paradize Band”. They play all over Kansas and some neighboring states. He is married to Martha and has two children, a boy and a girl.

David Thompson – David started working here in July 1998. He is married to Jeri and has two daughters. His also is a sports nut, preferring football (Go Chiefs) and NASCAR races.

David Lord – David started with Central Mail in August 1986, as an Office Assistant II. Now he feels very fortunate to be the manager of this “fine group of employees”. David is married to Noela and they have four children, Kyle, Emily, Lainey and Stephany. Noela co-owns a gymnastics center, the Capital Area Gymnastics Emporium (GAGE) located next to Wood Valley. David and Noela spend a lot of time at the GAGE, since both younger daughters participate. David is also a sports nut, any sport, anytime.

As you can see, Central Mail is a very diverse group of employees. According to David Lord, “this group is as good as it gets and he is proud to work with them”. If you get a chance, stop by and check out the mail center. They will be glad to show you around.

Internet Management Services by Duncan Friend

Ever looked up a State job vacancy online? Planning to sign up for GHI Open Enrollment this month? Taken a look at this DISC newsletter, or your paycheck online in SHARP self-service? Downloaded a DA form, referred to an old SOP? Used the web-based State Communications Directory? These are just a few of the services that involve the work of the Internet Management Services (IMS) team, of which some of your fellow DISC employees play an integral part!

History. The concept of a common approach to managing and delivering Internet services for the Department of Administration has been around since 1997. At that time, there were several divisions with independent web sites and no coordination of the activity between divisions. Traffic to division sites was less than a million page views annually. In the spring of that year, the Secretary of Administration formed a Kansas Quality Management team (remember KQM?), made up of representatives from each division of the Department of Administration. The team was charged with developing a consolidated web site and management structure for the Department’s web services. Their work was completed in the spring of 1998, and the members of the team received a cash bonus from the Secretary for their efforts!

The plan. The end result of the KQM process was that a document, the “Management Plan for Internet Architecture and Standards” was developed to outline the roles, responsibilities, and guidelines for how the Internet would be developed

and supported in the Department. The IMS team was intended to be somewhat different from other units in DISC or the Department. A new position was created to perform this function. The manager of Internet Services, Duncan Friend, reported to the agency Chief Information Officer (versus the DISC Director, although they’re usually the same person!), and was given responsibility over all the web activities of each division. However, the staffing for development and maintenance of content remained in the divisions. Those “internet leads” in each division make up the Internet Coordination and Development Committee (ICDC) and work with Duncan to provide guidance and coordination across the divisions. A steering committee made up of all the division directors meets monthly to oversee the effort.

Who we are. Originally, the application development and hardware/software support for the Internet was also accomplished in a matrix manner within DISC. However, as the number and type of services provided online by the Department grew, there became a greater need for dedicated staff to handle the technical side of the operation. In 1999, Alicia Etzel joined the team to provide application development and analysis services (she was part of the original KQM team, too!). In the beginning, she also supported the hardware and software platform for both web sites and applications, but her work in the app development area continued to grow and in 2001, Randy Taylor from the DISC Bureau of Customer Services began supporting this function. Today, it

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Internet Management Services continued

continues to be supported by Randy, along with Jason Marsh, as a service of BIS. Each organizational unit of the Department continues to have an Internet lead who supports the content from their area, as well as performing occasional small scale programming efforts overseen by Alicia. In all, there are over 20 organizational units affiliated with the Department that are supported by the Internet Management Services unit. And, the various team members they contribute spend a lot of time helping each other. For example, while Doug Quinn of BAS serves as the Internet lead for DISC, he has also been instrumental in helping other divisions and offices with updating materials and changes necessary to comply with ADA web accessibility policies.

Current Activities. The state's biggest Internet-based application, SHARP, required a number of resources from all over DISC, and the IMS unit was no exception. In the spring of 2002, Duncan moved out of his role in managing the day-to-day Department web initiatives to become project director for the upgrade. Alicia then stepped in to the role of managing the Department's web activities, but also invested a significant amount of time in working on the project, and leading the team in the development of the new State Employee Portal located at: <http://www.accesskansas.org/employee>. Randy and Jason were both heavily involved in the SHARP project as well, and continue to support the web side of that platform, along with DoFA.

Throughout this time, the ICDC has continued to meet, and the new agency Public Information Officer,

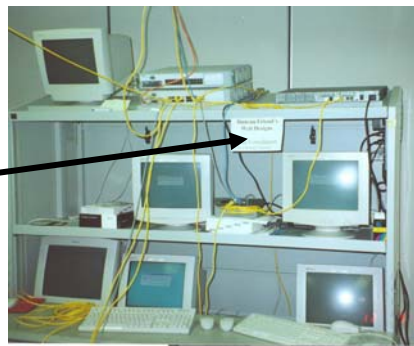
Caleb Asher has taken a role in helping to redesign the Department web site. If you haven't visited in awhile, you can take a look "live" at the new design at <http://da.state.ks.us/>. With over 3,000 pages and numerous applications, the new look, designed to make the site more streamlined and functionally focused, will take awhile to roll out across the entire site. However, everyone in the effort is very excited about the progress, and we urge you to provide feedback through the comments feature of the web site about your experiences in using it.

The team members across the Department involved in the Internet effort over the last several years are proud of what they've been able to accomplish. It's certainly not just a DISC-effort, but this division has offered up much help and resources over time to help make the Internet site for the Department succeed. In just five short years, the site has grown from hundreds of pages to thousands, from under a million page views a year to already over 8 million page views (not including SHARP self-service) this year, and from just a small group of disparate sites to a unified look and feel. Whether it be through our relationship to the Division of Budget, who has saved money through the electronic delivery of the Governor's annual budget reports, to the cost savings for DPS associated with online Open Enrollment, the online View Paycheck for A&R, or the State Communications Directory for DISC, the IMS unit has been involved in a number of interesting and exciting projects to help functional areas of the Department deliver their services in a faster and cheaper way. We appreciate your support of our efforts – and hope to see you online!

Duncan Friend's Web Designs

Free Consultation

Shoe Repair, Haircuts



Original Web Setup



New Web Servers



IMS Team



EMPLOYEE INFO

*Happy October
Birthdays to:*



Dave Timpany

Dion Davis

David Thompson

Jerry Merryman

David Dobber

Swanee Lawrence

Kelly Ernst

Jay Coverdale

Linda Flye

Morris Oborny

Joe Hennes

Theresa Duran

Charlene Atwood

Dan Glotzbach

Dean Wills

Todd Standeford

BIRTHS

Helen Gibbons grandson Julian Thomas



DEATHS

Jodi Tritsch's Mother



***Sorry for your loss Jodi, Our thoughts are
with you.***

Kudos

The following comments were received thanking DISC employees for great work.

BAS

Kudos to everyone in Pat Orr's area for all their hard work on the DISC Budget. Great job! Denise Moore

Larry and Janet—thank you for your hard work. I really appreciate all you do.
Pat Orr

BOCS

From the Department of Agriculture:

Please pass our thanks along to your guys for helping us get rid of a Trojan virus that appeared on our network Monday morning. They really stepped up to the plate and helped us identify which systems were causing the problems.

Jerry Merryman, Rod Blunt, Larry Burton, Larry Kettlewell, Justin O'Brien, Clayton Kinnett, and Steve Lassiter worked with Agriculture on this problem. Justin and Steve spent the most hands-on time with them.

BOCS

Congratulation Ryan Rinehart for passing all the tests needed to get the title of MCSE for 2003.

BAS

I just wanted to express my appreciation to you for promoting the articles outlining different DISC work groups. Your support has made it easier for Doug to get the information. This month's newsletter fulfills the vision held by the group which started this project. Doug is doing a great job. Thanks!
Cheryl Shaugnessy

BAS

Kudos for Alicia Etzel's work on the new and improved DOA website.
Denise Moore

BOT

Just wanted to drop you a note expressing appreciation for the work Dana and Clayton are doing on the network. I visited with some of the network personnel and have seen the emails. It looks like you chased down a Cisco IOS incompatibility, essentially on your own, and have things looking much smoother. Good work & many thanks, especially for your dedication and persistence.
Eldon Rightmeier

Great Job Everyone!

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Department of
Administration

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Meeting Our Customer's Needs



Before John Jones left for a vacation in Hawaii, his crew had a Hawaiian day at work for him, complete with Hawaiian music, supplied by Larry Burton. Check out John's loin cloth!

KUDOS

Thanks for improvements with the users' interface with the personnel system. From Ben Nelson, KDOT

Kudos to everyone who helped with the changes to the SHARP system.
Denise Moore

Kudo for SHARP: I just thought I would put in a word of appreciation regarding the new SHARP Self Service application. I think the new system and way of accessing my personal information, in one central location, is a great benefit.
State Board of Nursing Employee

BOCS

I just now had a chance to use the Accounts Payable portion of the Access database system that Jesse Springer and Todd Standeford designed for the Division of Printing. That thing is slick! If I'd have known how neat this is, I would have lobbied hard to get it done several years ago. Great job!

BOT

Clayton, I received a note from Randy White about the KANED meeting on Monday. He wanted me to know that the meeting was in his words "EXCEPTIONAL"! He said that you made a number of important contributions to their design. Thanks for your work on this project.

